User's manual to CensorNet for the appointment process for the term 2010-2014

Manual for the institutions of higher education:

Please remember: The External Examiners Corps is a nationwide corps, thus all the institutions of higher education in engineering can use you as an external examiner – regardless of which institution invited you. Of course you cannot work as an external examiner at the institution where you are employed and/or teaching cf. the standard rules of eligibility.

It is necessary to know the email-address of the candidate before you start this procedure.

1. Enter www.censornet.dk – select "Ansat – uddannelsessted" (employee – place of education) and indicate the name of the institution of higher education where you work.

2. If you are employed at DTU, IHK or IHA you will next have to use your password for CampusNet in order to log on. Are you employed at AAU, SDU or VIAUC you can get the password from the person responsible for the external examiners at your institution or from the Secretariat of the Chairman of the External Examiners (see CensorNet).

3. Next you will get to a page where the left bar reads: "Send invitation til censorkandidat" (send invitation to candidate). Type name and email address of the candidate you wish to invite and indicate discipline: Bygning, Eksport, Elektro, Grundfag, Kemi or Maskin (Civil, Export, Electrical, Basic Subjects, Chemistry or Mechanical). Next choose the appointment term 2010-2014. Please notice that the space which reads "begrundelse" (explanation) should only be filled out in case of an appointment outside the ordinary appointment term.)

   If the candidate has previously been sent an invitation or has been appointed external examiner in the appointment term 2006-2010 you do not have to retype the information. The candidate's name and email address will appear on the screen as default information. However, erroneous or outdated information, e.g. email address, will have to be corrected.

   When you press "send" (send) the candidate will automatically receive an email with the Danish version of the text appearing below. It is possible, besides the standard text, to add a personal message (this message can of course be written in other languages).

   English Translation

   "Dear <CANDIDATE FIRST NAME> <CANDIDATE SURNAME>

   You have been recommended for appointment as an external examiner in the Institutions of Higher Education in Engineering's nationwide External Examiner Corps in the field of <FIELD> by <VIP FIRST NAME> <VIP SURNAME>, <VIP INSTITUTION>.

   The new appointment term starts April 1st 2010 and ends March 31st 2014. With regard to the review, where the Chairmanships of the External Examiners and the Ministry will examine all the appointment information, the deadline for sending in information is ***January 10th 2010 at the latest.***

   Fill out appointment information through the link: [link to the relevant page on www.censornet.dk] (Please notice, the link above only works until you have created a password to CensorNet. Afterwards you must log on through the main page www.censornet.dk.)

   According to the External Examiners Executive Order one must have the following qualifications in order to be appointed as external examiner:
   - *a thorough and up to date knowledge of the conditions, goals and methods of the education*
   - *a specific qualification in one or more of the academic fields within the education, and*

- *a current knowledge of the applications of the education knowledge of the potential employers' and businesses' situation and needs.*

  <PERSONAL MESSAGE>"

4. When the candidate has filled out the appointment information and sent it you will receive an email notification. Afterwards, the application is examined by the Chairmanship of the External Examiners and the Secretariats of the External Examiners.

5. In addition, you will continuously be able to monitor the status of the candidates you have invited, in "Oversigt over sendte invitationer" (Overview of invitations sent).